

## Draft SPG Process

### Pre-Consultation preparation

1. **Check requirements of the Community Involvement Scheme (of LDP)!**  
Section 17, paragraph 17.3 states “*Community Involvement will vary according to the content of each individual SPG. Stakeholder / partnership groups will be set up where necessary (i.e. on site specific development briefs) and will be actively involved in the development of the SPG.*”  
It’s also useful to read Local Development Plans Wales (Welsh Assembly Government, 2005) section 5.
2. **Consider whether Strategic Environmental Assessment (SEA) is required**  
SPGs do not normally require SEA because the Local Development Plan will have undergone an SEA. However, in some circumstances (or where an SEA has not been undertaken) it may be necessary to undertake SEA on SPG (Planning Advisory Service gives advice on this matter<sup>1</sup>). For example, an area based SPG may direct development in a local area and may therefore have significant effects. In such a circumstance SEA may be required. In the case of space standard SPG, it was not directing development, but is setting standards with respect to house building therefore not considered necessary to undertake an SEA.
3. **Evidence gathering & informal consultation**  
Need to involve LDP Members Steering Group in setting timetable, broad outline of issues to be covered, who should be consulted etc,  
Early informal involvement of Area Members Group, Town & Community Councils and Councillors before the formal 8 week consultation begins for the draft SPG.
4. **Equality Impact Assessment**  
Screen the policy / policies using the Equality Impact Assessment Toolkit. If necessary undertake a full EqIA. Once the assessment has been undertaken, publish it on-line and save a copy in the Working Document Store.
5. **Planning Committee**  
Take the report to Planning Committee outlining the draft SPG & scope of consultation proposed. Members would be asked to agree the draft SPG for consultation and agree the scope of consultation.
6. **Delegated Decision**  
Following Planning Committee a delegated decision is still required by the Lead Member and the Heads of Services/ Corporate Directors and CEO. Prepare a report for agreement on the draft SPG for consultation and the scope of consultation.

### Future action

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<sup>1</sup> <http://www.pas.gov.uk/pas/core/page.do?pageId=469626>

## **Consultation**

### **7. Who to consult**

Varies depending on the nature of the SPG, but, generally, as a minimum:

- Design Commission, EAW, CCW, relevant local groups etc. (Consultation Strategy to be drawn up at later date)
- County Councillors
- Town and Community Councils
- Area Members Group

### **8. Publicity**

- Advert in the County Voice
- Public Notice in Rhyl Journal and Denbighshire Free Press (cost of £266.40)
- Press release – standard text across LA.
- Letter sent to agreed consultees (Local Development Plan database organisations only), Councillors and Town and Community Councils.
- Drop-in sessions – venues + dates (to be decided closer to consultation time).

### **9. Consultation**

- 8 week consultation period
- Documents made available in libraries and One-Stop-Shops
- Documents published on-line
- Translation

## **Post-Consultation**

### **10. Post-Consultation**

- Log all consultation responses into the Access Database – set up the same columns.
- Consider and respond to each of the consultation responses – we have a standard template. Produce a report for Councillors.
- Produce a report for Full Council, including the EqlA undertaken.

### **11. Report back to Planning Committee**

Report back on consultation and any suggested changes to the SPG

### **12. Full Council to adopt the final SPG**

SPGs can only become a material consideration following a Full Council resolution. A statement of the consultation undertaken, the representations received and the authority's response to those representations should be made available with the approved SPG, either in an annex or in a separate document.